

**MINUTES OF THE
ACCOMACK-NORTHAMPTON
TRANSPORTATION DISTRICT COMMISSION**

A regular meeting of the Accomack-Northampton Transportation District Commission was held at the Eastern Shore Chamber of Commerce Building, Melfa, Virginia, on Tuesday, October 2, 2018 at 5:30 p.m.

Present:

Donald L. Hart, Jr., Chairman
John R. Coker, Vice Chairman
C. Reneta Major, Secretary-Treasurer
H. Spencer Murray
Dave Fauber

Absent:

Ron Wolff

Ex-Officio member present:

Jeremy Latimer

Nonmembers present:

Phil Thompson, Virginia Regional Transit
William Moore, STAR Transit
Paul Muhly, Canonie Atlantic Co.
Oliver Bennett, Canonie Atlantic Co
Mark Rosner, DCR
Curt Smith, A-N PDC
Clara Vaughn, A-N PDC
Steve Johnson, Commonwealth Transportation Board

In Re: Call to Order

The Chairman called the meeting to order and indicated that a quorum was present.

In Re: Invocation

The invocation was given by Ms. Major.

In Re: Statements from the Public

There were no statements from the public.

In Re: Account Balances

The monthly Assistant Secretary-Treasurer's report showed an ending balance at September 28 of \$10,347.35. In accordance with authority provided earlier, the ANTDC will again issue payment for the next month's coverage for Directors & Officers insurance on behalf of the Canonie Atlantic Board of Directors.

In Re: Minutes of September 4, 2018

Motion was made by Ms. Major, seconded by Mr. Coker, that minutes of the meeting of September 4, 2018 be approved. All members were present with the exception of Mr. Wolff and voted "yes". The motion was unanimously passed.

In Re: Public Transportation Report

The following Management Report was distributed:



**STAR Transit Management Report
October 3rd, 2018**

Operations

- Ridership numbers reflect a significant decrease for the month of September, in large part due to rainy weather leading up to and following the arrival of Hurricane Florence.
- Eastern Shore Community College ridership numbers are also tracking lower during the month of September, with ridership in the mid 200's compared to the mid 400's in September 2017.
- STAR Transit staff has distributed the updated FY19 route maps and schedules, as well as large map posters, throughout the STAR Transit service area.

- A comprehensive review of STAR Transit bus stop sign locations has been completed. 65 sign locations were confirmed and adjustments or replacements completed as required from the southern Welcome Center to the northern Welcome Center of the Eastern Shore.
- STAR management has begun drafting route scenarios for the northern area of Accomack County. Proposals will include destination information, mileage, operational hours and assets needed to provide service to Horntown. This will also include a possible connection to a neighboring transit system in Maryland.

Human Resources

- STAR Transit continues recruitment efforts for an additional vehicle operator to join the team.

Training

- September 15^h & 22nd were designated route training days for vehicle operators on all aspects of the October 1 schedule enhancements. Trainings included a focus on operational procedures that will complement the realignment of the routes.

Marketing and Outreach

- STAR Transit is currently evaluating its social media presence, such as Facebook, Twitter or an update to the STAR website.
- STAR Transit remained in constant contact with Emergency Management Services and local government representatives throughout the evacuation planning process for Hurricane Florence; having vehicles and drivers available to assist the elderly and disabled as needed or required.
- Management has visited over 105 agencies on the Eastern Shore to distribute map schedules and posters, including local government offices, businesses, medical centers and community centers. In addition to that, new routes have been posted on WESR Radio and local circulars during the month of September.
- During the first week of October, STAR Transit Management will also be meeting with ESAAA seniors at the Hare Valley Senior Center to discuss the new Northampton County Demand Response route, answering questions and assisting in ride scheduling if needed.

Transit Maintenance

- ***Preventive Maintenance Program***
 - Routine vehicle preventive maintenance is up to date.

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	2017		2018
	July 6877		July 6945
	Aug 8089		Aug 8711
	Sept 7527		Sept

Mr. Thompson stated that in light of the positive conclusion of this past fiscal year, he was recommending that the Commission approve Holiday Bonuses for STAR Transit employees, at the same level as last year (\$500.00 for all drivers with one year’s service or more). Motion was made by Mr. Coker, seconded by Ms. Major, that Holiday Bonuses be approved for STAR Transit employees as outlined above. All members were present with the exception of Mr. Wolff and voted “yes.” The motion was unanimously passed.

Mr. Thompson also noted that Virginia Regional Transit is having its website renovated and asked if the Commission would like to have STAR Transit’s website updated. The cost would be \$2,500.00 and the work would be performed by VRT’s IT Department. Motion was made by Ms. Major, seconded by Mr. Coker, that the work be performed as outlined. All members were present with the exception of Mr. Wolff and voted “yes.” The motion was unanimously passed.

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STAR TRANSIT 2017-2018				AUGUST 31, 2018 23 DAYS			
Month	Total Revenue	Total Expenses	Surplus/Deficit	Month	Passengers		Total Cost
					2017-18	2016-17 Trips	
Oct.	\$60,835.88	\$48,871.00	\$11,964.88	Oct.	8102	7,913	\$6.03
Nov.	\$64,900.31	\$57,174.90	\$7,725.41	Nov.	7170	7,708	\$7.97
Dec.	\$73,080.80	\$67,989.34	\$5,091.46	Dec.	6438	7,539	\$10.56
Jan.	\$71,900.79	\$72,911.39	-\$1,010.60	Jan.	6028	7,491	\$12.10
Feb.	\$65,516.74	\$55,686.59	\$9,830.15	Feb.	6916	8,135	\$8.05
Mar.	\$61,868.33	\$52,333.26	\$9,535.07	Mar.	7188	8,616	\$6.07
Apr.	\$61,471.95	\$51,657.01	\$9,814.94	Apr.	7345	7,595	\$6.80
May	\$68,403.48	\$61,654.43	\$6,749.05	May	8017	8,069	\$7.64
June	\$63,799.94	\$56,425.52	\$7,374.42	June	7504	8,228	\$6.86
July	\$63,430.61	\$54,454.87	\$8,975.74	July	6945	6,877	\$7.92
Aug.	\$70,832.08	\$69,557.84	\$1,274.24	Aug.	8711	8,089	\$8.60
Sept.			\$0.00	Sept.		7,527	\$0.00
TOTAL	\$726,040.91	\$648,716.15	\$77,324.76		80364	93,787	
					AVERAGE COST PER PASSENGER ->		\$8.07
					AVERAGE PASSENGERS PER MO ->		7,306
	Passengers per Mile				Cost per Mile		
Oct.	0.22	April	0.21	Oct.	\$1.34	April	\$1.50
Nov.	0.21	May	0.22	Nov.	\$1.67	May	\$1.69

Dec.	0.20	June	0.22	Dec.	\$2.16	June	\$1.62
Jan.	0.20	July	0.20	Jan.	\$2.39	July	\$1.59
Feb.	0.21	Aug.	0.23	Feb.	\$1.69	Aug.	\$1.84
Mar.	0.20	Sept.		Mar.	\$1.44	Sept.	

TOTAL

AVG MONTHLY PASSENGERS PER MILE	0.21	AVG COST PER MILE	\$1.71
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Hourly Cost

Oct	\$34.18	April	\$37.84
Nov.	\$41.89	May	\$43.11
Dec.	\$52.30	June	\$41.34
Jan.	\$57.01	July	\$39.89
Feb.	\$42.84	Aug	\$46.53
March	\$36.60	Sept	

Passengers per Hour

Oct	5.7	April	5.4
Nov.	5.3	May	5.6
Dec.	5.0	June	5.5
Jan.	4.7	July	5.1
Feb.	5.3	Aug	5.8
March	5.0	Sept.	

TOTAL

AVG TOTAL HOURLY COST	\$42.89	AVERAGE PASSENGERS PER HOUR	5.3
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Route Location	Passenger Totals	Operating Hours	Mileage
Red	1,976	253	6,757
Purple	1,870	253	6,297
Gold	1,120	127	3,279
Blue	1,094	127	3,264
Green	485	219	4,261
Chincoteague	1,315	265	8,135
Yellow	851	253	5,783
	<u>8,711</u>	<u>1,495</u>	<u>37,776</u>

Month	Hrs. of Oper.	Mileage
Oct.	1,430	36,476
Nov.	1,365	34,250
Dec.	1,300	31,416
Jan.	1,279	30,461
Feb.	1,300	32,876
Mar.	1,430	36,218
Apr.	1,365	34,501
May	1,430	36,576
June	1,365	34,817
July	1,365	34,312
Aug.	1,495	37,776
Sept.		
	<u>15,124</u>	<u>379,679</u>

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In Re: State's Comments

Mr. Latimer had no comments.

In Re: Melfa Airport Update

Mr. Hart said that the Melfa airport will be closed for approximately six weeks for the overlay placement and new LED installation.

In Re: Wallops Update

Mr. Wolff was absent.

In Re: Railroad Comments

Carload counts received from DCR indicated the following:

Coastline Chemical, New Church, VA	9 cars
Pep-Up, LeCato, VA	2 cars
Total 9/1/18 – 9/30/18:	11 cars

Mr. Rosner stated that he expected the traffic to increase this winter due to anticipated colder weather.

In Re: Presentation by A-N Planning District Commission

Mr. Curt Smith and Ms. Clara Vaughn of the Accomack-Northampton Planning District Commission, updated the Commission on a new grant opportunity (application deadline is November 1st) which could provide funding for Phase IV of the Bike Trail. Planned for the area between the railroad tracks and Stone Road, there are two options being considered for pedestrian/bike traffic to get over to the Food Lion Shopping Center: a crossing at the existing traffic light or a crossing at a planned, new traffic signal to be located immediately at the Food Lion intersection.

The Town of Cape Charles would be the grant applicant; would own the trail; and would be responsible for maintenance of same. There would be no local match and the grant would cover everything from preliminary engineering through construction. Three requests are being made of the ANTDC: (i) approve and support the Cape Charles application; (ii) authorize the Chairman to execute a memorandum of agreement (MOA); and (iii) appoint one member to the Bike Trail Working Group.

Motion was made by Mr. Coker, seconded by Ms. Major, that the Commission approve and support the grant application with the Town of Cape Charles as applicant, contingent upon approval of both the Town of Cape Charles and Northampton County. All members were present with the exception of Mr. Wolff and voted “yes.” The motion was unanimously passed.

Motion was made by Mr. Murray, seconded by Mr. Coker, that the Chairman be authorized to execute the memorandum of agreement following approval by the Northampton County Board of Supervisors on October 9th and consideration of any other input which may be received from Commission and Canonie Atlantic Co. members after they have seen the draft MOA. All members were present with the exception of Mr. Bennett and voted “yes.” The motion was unanimously passed.

Motion was made by Ms. Major, seconded by Mr. Murray, that Mr. John Coker be appointed as the ANTDC’s and Canonie Atlantic Co.’s representative to the Bike Trail Working Group. All members were present and voted “yes.” The motion was unanimously passed.

In Re: Recess/Adjourn

Motion was made Ms. Major, seconded by Mr. Coker, that the meeting be recessed until after the meeting of the Canonie Atlantic Co. Board of Directors. All members were present with the exception of Mr. Wolff and voted “yes”. The motion was unanimously passed. The meeting was recessed.

Following the Canonie Atlantic Co. meeting, the meeting was reconvened by the Chairman at 7:30 p.m. Motion was made by Ms. Major, seconded by Mr. Coker, that the meeting be adjourned. All members were present with the exception of Mr. Wolff and voted “yes.” The motion was unanimously passed. The meeting was adjourned.